JOBS FOR TODAY

WORKFORCE AND ECONOMIC DEVELOPMENT

Health Care  ▪ Information Technology  ▪ Cisco
Advanced Manufacturing and Engineering
Building Construction Trades  ▪ Welding  ▪ Truck Driving
Police / Fire / Public Safety  ▪ Event Planning  ▪ GED/ABLE
Fast-Track Training Programs

866-933-5175
www.tri-c.edu/workforce
Call for a FREE career assessment with our Career Coaches.

DID YOU KNOW...

Tri-C® has programs that will train you to enter the workforce in three months?

PROGRAMS AND CERTIFICATIONS AVAILABLE IN:

- **IT / Cisco**
  - Computer Network Technician
  - Database Administration
  - Network Administrator
  - Web Designer
  - Network Support Specialist

- **Manufacturing**
  - CNC Machining and Composites
  - Computer Aided Design (CAD)
  - Computer Numerical Control (CNC)
  - Nondestructive Testing

- **Health Care**
  - State Tested Nursing Assistant (STNA)
  - Patient Access Specialist
  - Medical Coding/Billing
  - Continuing Education for Medical Coders
  - Medical Office Information Assistant

- **Welding**
  - Industrial Welding
  - Blueprint Reading for Welders
  - MIG, TIG, STICK and Oxyfuel Welding

- **Truck Driving**
  - CDL-A
  - CDL-A Refresher Course
  - CDL Class B

Want more information? Attend our FREE Hot Jobs Information Session

First and Third Tuesday of the Month
5 – 7 p.m.
Unified Technologies Center
2415 Woodland Ave.
Cleveland, OH 44115

RSVP ONLINE: www.tri-c.edu/infosessions

For more information call 216-987-4391
www.tri-c.edu/joblink

The Workforce and Economic Development Division at Tri-C offers an on-site testing certification center, job placement and career services.

No cost training available to those who qualify.
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**Summer 2014**

**May – August Courses/Programs**

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**HOW TO REGISTER**

**By Phone:** 866-933-5175  
Have credit card information available.

**By Mail:**  
Complete registration form.  
Mail with check, money order, or purchase order to:  
Tri-C/Unified Technologies Center  
2415 Woodland Ave.  
Cleveland, OH 44115

**By Fax:** 216-987-3210  
To register and pay with credit card or purchase order.

**In Person:**  
Stop by any Enrollment Center at  
- Metropolitan/Unified Technologies Center  
  2415 Woodland Ave.  
  Cleveland, OH 44115  
- Eastern Campus  
  4250 Richmond Road  
  Highland Hills, OH 44122  
- Western Campus  
  11000 Pleasant Valley Road  
  Parma, OH 44130  
- Brunswick University Center  
  3605 Center Road  
  Brunswick, OH 44212  
- Westshore Campus  
  31001 Clemens Road  
  Westlake, OH 44145  
- Corporate College^ East  
  4400 Richmond Road  
  Warrensville Hts., OH 44128  
- Corporate College^ West  
  25425 Center Ridge Road  
  Westlake, OH 44145

**Register and Pay Online:**  
To register and pay with a check or credit card, go to TrainingOurWorkforce.com. Select the program you’re interested in and click on Register and Pay.
Glossary of Terms and Important Phone Numbers

**KEY TO DAYS OF THE WEEK**

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| R | Thursday |
| F | Friday |
| S | Saturday |
| S U | Sunday |

**KEY TO LOCATIONS**

| MATTC | Advanced Technology Training Center  |
| UTC | Unified Technologies Center |
| CCE | Corporate College East |
| CCW | Corporate College West |
| Metro | Metropolitan Campus |
| East | Eastern Campus |
| West | Western Campus |
| BUC | Brunswick University Center |
| WS | Westshore Campus |

**HOLIDAY CLOSINGS**

Friday, July 4 – Independence Day

Program 60 does not apply for courses held at Corporate College East or West, and selected courses at other sites.

**Registration**

866-933-5175

If you have specific questions regarding a course or program, please call the program area directly.

**Advanced Manufacturing & Engineering**

- 216-987-3204
  - CNC
  - PMT
  - AutoCAD
  - Bioscience Manufacturing
  - Industrial Maintenance

**AutoCAD/Autodesk Training**

216-987-3040

**Alternative Energy and Sustainability**

216-987-3204

**Basic Police Academies**

216-987-3199

**Bioscience Workforce Training and Assessment Center**

216-987-3204

**Career Services**

216-987-3029

**Culinary**

866-933-5168

**IT Training Institute**

216-987-2814

**Health Care/Center for Health Industry Solutions**

216-987-3171

- Continuing Education for Health Professionals
- Medical and Dental Front Office Training
- Patient Access Specialist
- Medical Coding/Billing
- State Tested Nursing Assistant (STNA)

**Firefighters & EMS**

216-987-5063

**GED/Literacy**

216-987-3201

**Law Enforcement Advanced Training**

216-987-3199

**Regional Transportation Institute**

216-987-3226

**Unified Technologies Center (UTC) Facility Rental**

216-987-3069

Discrimination against any individual based upon a person’s age, ancestry, color, disability, genetic information, military status, national origin, race, religion, sex, sexual orientation or veteran status is prohibited. Any employee, student or other person who wishes to report discrimination or harassment based on any of the aforementioned protected classes, should contact the College’s Office of Diversity & Inclusion at: Cuyahoga Community College, 700 Carnegie Ave., Cleveland, OH 44115, 216-987-4772. In addition, the College’s Title IX (related to sex discrimination) and Section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) coordinator is the director of Diversity & Inclusion. The coordinator can be reached at the above address and telephone number.
ENTRY-LEVEL PROGRAMS

State Tested Nurse Aide Training Program (STNA)

**Prerequisites**
- High school diploma/GED or at least an 8th-grade level in math and reading.
- Be in good health with the ability to assist frail, elderly people.
- A two-step Mantoux TB test or chest X-ray with negative result is required.
- White shoes and a wristwatch with a second hand sweep
- Background check required.

**Program Description**
Train for this in-demand health career through our state-approved, 108-hour training program. Your clinical experience will prepare you for employment in long-term care facilities, hospitals, clinics and residential facilities. Upon successful completion of training, you will be American Heart Association Basic Life Support certified and will be eligible to take the state competency exam at the College.

**Who should attend?**
If you enjoy working with people then the STNA field may be a fit for you. STNAs work in a variety of care settings to help improve their patients’ well-being by assisting them with personal care and monitoring progress towards recovery goals. Gain valuable direct care experience through employment as a nursing assistant while training for other health care fields such as nursing, medicine, physical therapy, dietary, speech therapy, occupational therapy and pharmacy.

As a STNA your career outlook is excellent. This profession is expected to grow at an extremely rapid rate. STNAs work as care partners, patient care assistants, caregivers, clinical assistants, resident assistants and more.

**Benefits of Tri-C’s STNA Training**
- We offer online pre testing practice to help prepare for the state exam
- We offer CPR for the health care provider at no additional cost
- We offer services from the College Career Center

**Note:** The clinical session may be scheduled on the weekend. Student must have background check

**Train the Trainer: Become an STNA Instructor**

**Prerequisite:** RN or LPN* with a current active Ohio license, and minimum two years experience in nursing, chronic care

**Qualifications for this program are:**
A primary instructor (PI) must
1. Be an RN or LPN* with a current active Ohio license
2. Have a minimum of two years experience caring for the elderly or chronically ill of any age**.

A program coordinator (PC) must
1. Be an RN with a current active Ohio license
2. Have a minimum of two years nursing experience as a licensed registered nurse with at least one of those years in a long-term care facility
3. Have one of those years in long-term care

**Note:** *LPN can only teach in a LTCF
**This experience may be obtained through employment in a LTCF, geriatrics department, home health agency, hospital providing care to chronically ill individuals, or other long-term care setting. Experience in evaluating, in a long-term setting, the clinical skills of individuals providing care shall be considered experience in caring for the elderly or chronically ill.

Approved for 32 nursing contact hours through the Ohio League for Nursing.

- **$575**
  - CEU: 3.2
  - HRS: 32
  - UTC - TBD
  - M W
  - Jun 2 - Jun 25
  - 5:15 - 9:15 p.m.
  - Guilford

- **#40016**
  - Westshore - TBD
  - M W
  - Sep 8 - Oct 1
  - 5:15 - 9:15 p.m.
  - Jankowski

Please read application requirements carefully before registering.

ZNAT 1006

Health Care
State Tested Nurse Aide Accelerated

Prerequisite: Background check, 8th gr tabe, 2 step TB test

This course meets the standards and guidelines set forth by the Ohio Department of Health for training as a state tested nurse aide. After successful completion of this course, students will be eligible to take to the Ohio Department of Health nurse aide examination for certification as a State Tested Nurse Aide.

Note: This total course is 88 hours in length, covered in 14 days. The required 16-hour clinical experience is divided into two 8-hour weekend days, Saturday and Sunday. A mock state exam is included.

$475  CEU: 8.8  HRS: 88
#40046  UTC - TBD  M T W R F S U
Aug 4 - Aug 19  9 a.m. - 3:30 p.m.  Staff

#40260  Westshore - TBD  M T W R F S U
Sep 8 - Sep 23  9 a.m. - 3:30 p.m.  Staff

Clinicals are Sat., Aug. 16 and Sun., Aug. 17 from 7 a.m. to 3:30 p.m.
#40027  UTC - TBD  M T W R F S U
Oct 6 - Oct 21  9 a.m. - 3:30 p.m.  Staff

#40028  Westshore - TBD  M T W R F S U
Nov 3 - Nov 19  9 a.m. - 3:30 p.m.  Staff

#40029  UTC - TBD  M T W R F S U
Dec 1 - Dec 16  9 a.m. - 3:30 p.m.  Staff

Clinicals will be on the weekend of Sept. 20 and Sept. 21 from 7 a.m. to 3:30 p.m.
ZNAT 1013

STNA/PCNA Combination Course

Prerequisite: HS diploma or GED, 8th grade reading level.

This course is a dual State Tested Nurse Aide and Patient Care Nursing Assistant curriculum. The course prepares the student to work in either a long-term care environment or an acute-care hospital environment as a nurse aide.

Note: Students must supply their own watch with a second hand sweep, navy blue scrubs and white shoes. Two step Mantoux TB test completion required prior to start of clinical training days.

$1,550  CEU: 20  HRS: 200
#32337  UTC - 212  M T W R F
Jun 2 - Jul 7  8 a.m. - 4 p.m.  Staff

#40432  UTC - TBD  M T W R F
Oct 20 - Nov 24  8 a.m. - 4:30 p.m.  Leek

Student must have background check.
ZNAT 1007

For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
Patient Access Specialist (PAS)
For the Certified Healthcare Access Associate (CHAA)

Description:
The Patient Access Specialist track is non-credit and is designed to prepare students to successfully test for the National Association of Healthcare Access Management’s (NAHAM) Certified Healthcare Access Associate (CHAA) credential. The Patient Access Specialist role includes duties of registration, insurance verification, scheduling, financial counseling and customer service to patients and family members. These duties are performed in hospital areas such as the admitting and emergency departments, or on the inpatient hospital floor as a unit secretary. Upon completion of the track, students test for the CHAA credential.

Audience:
• For the para-professional already employed in the field who is seeking to obtain the CHAA credential, the four required courses can be flexibly scheduled in the evenings.
• For those individuals new to the field, the Patient Access Specialist track can be taken as a comprehensive program. By registering for the Comprehensive Patient Access Specialist Program, the individual will receive all of the required coursework plus an internship at an area hospital system.

Learning Outcomes/Proficiency:
• Test for the NAHAM Certified Healthcare Access Associate (CHAA) exam

Program Prerequisite(s):
• High School Diploma or GED. 10th-grade reading preferred.
• Degree individuals are welcome to attend the Patient Access Specialist track

* Background check required at student expense for the Comprehensive PAS program

Course Requirements:
Students have two choices for the Patient Access Specialist track.
A. Flexible evening schedule:
   (To bypass a course, a college transcript or certification credential must be submitted to the College.)
   Register for the following courses in the order shown below:
   1.) Medical Terminology
   2.) Essentials of Electronic Health Records
   3.) Fundamentals of Billing Reimbursement
   4.) Patient Access Specialist Fundamentals

   Included in the tuition cost of 4-course completion is the CHAA examination fee.

B. Comprehensive Patient Access Specialist Program with Internship:
   The Comprehensive Patient Access Specialist Program includes the topics of medical terminology, essentials of electronic health records, fundamentals of billing reimbursement, the professional healthcare environment, patient access specialist fundamentals and an internship at an area hospital system. Included in tuition cost is the CHAA examination fee. Students in this program will also complete an accelerated 24-hour medical jump start bridge course at no added cost.

   Register for the following course:
   Comprehensive Patient Access Specialist Program

Certification Potential:
• Certified Healthcare Access Associate
• Visit www.naham.org for certification details

Optional Course for Additional Certification:
Medical Front Office Fundamentals
Certification examination through the National Healthcareers Association (www.nhanow.com) is included in the cost of tuition. Certified Medical Administrative Assistants (CMAA) function in the outpatient settings. Titles include physicians office medical secretary, office receptionist, physician secretary or office administrative assistant.

Medical Terminology
Prerequisite: HS diploma/GED, 10th grade reading
Take Medical Terminology and build your skills in the health care field. This course is taught in a format designed to increase retention and introduces a variety of learning methods and practices. Learn the language of the fastest growing industry in our area.


$350
#32367 UTC - TBD Keane Jopek
Jun 19 - Jul 31 9:30 a.m. - 12:30 p.m. Staff
#40236 UTC - TBD T R
Aug 26 - Oct 7 6 - 9 p.m. Staff
#40241 UTC - TBD M W
Oct 13 - Nov 24 6 - 9 p.m. Staff
ZHHT 1075

Patient Access Specialist Fundamentals
Prerequisite: HS diploma or GED required. 10th grade reading preferred, ZHHT1075 Medical Terminology; ZHHT1245 Essentials, Electronic Health Records; ZHHT1132 Fundamentals, Billing Reimbursement
This is the final course in a series of four in preparation for your professional certification. This course will focus on the pre-encounter, encounter and future developments in the field of patient access specialist. Students will take a mock certification exam to help prepare for the National Association of Healthcare Access Management’s Certified Healthcare Access Associate examination.

Note: Students are responsible to print and utilize the NAHAM student study guide for this course.

$499
#32622 CCE - TBD M W
Jun 2 - Jul 2 6 - 9 p.m. Pritchett
#40237 UTC - TBD M W
Aug 25 - Sep 29 6 - 9 p.m. Staff
#40254 UTC - TBD T R
Nov 6 - Dec 11 6 - 9 p.m. Staff
ZHHT 1130

Essentials of Electronic Health Records
Prerequisite: ZHHT1075 Medical Terminology, HS Diploma, GED, 10th grade reading
Hands-on practice helps students understand basic functions of Electronic Health Record (EHR) software and Microsoft Office applications in health care. Understand the important role of HIPAA privacy and customer relations in the evolving world of technology.

$325
#32370 CCE - TBD M W
Jun 23 - Jul 30 6 - 9 p.m. Pritchett
#40256 UTC - 234B M W
Aug 25 - Oct 7 6 - 9 p.m. Staff
#40245 UTC - 234B T R
Oct 9 - Nov 25 6 - 9 p.m. Staff
ZHHT 1245
Hospital/Facility Billing and Reimbursement

**Prerequisite:** HS Diploma/GED, 10th grade reading

This course will help you develop the skills necessary to effectively submit hospital charges to third-party payers, mainly Medicare and Medicaid, in the central billing office of a hospital.

**Note:** Text: Handbook of Hospital Billing, 978-1-556483622.

$295

**#40239**
UTC - 234B
M W
Aug 25 - Sep 29
6 - 8 p.m.
Staff

**#40255**
UTC - TBD
T R
Oct 14 - Nov 20
6 - 8 p.m.
Staff

ZHTH 1247

**Comprehensive Patient Access Specialist Program**

**Prerequisite:** HS Diploma/GED, 10th grade reading

Train for the high-demand position of Hospital Patient Access Specialist. Patient Access Specialists perform functions such as admissions, registration, financial counseling, pre-certification, guest relations, scheduling and telecommunications. Upon completion of the program, you may test for your professional certification as a Certified Healthcare Access Associate (CHAA), offered by The National Association of Healthcare Access Management (NAHAM).

**Note:** This program includes a job shadowing experience with hours that vary from regular classroom hours.

$2,400

**#32488**
UTC - TBD
M T W R
Jun 2 - Oct 3
9 a.m. - Noon
Mazzola

**#40235**
UTC - TBD
M T W R
Jul 21 - Nov 14
9 a.m. - Noon
Ashford

**#40417**
UTC - TBD
M T W R
Aug 4 - Nov 14
9 a.m. - Noon
Ashford

**#40418**
UTC - TBD
M T W R
Sep 8 - Jan 6
9 a.m. - Noon
Ashford

ZHTH 1105

**Patient Access Specialist Bundle Online**

**Prerequisite:** HS diploma or GED. 10th grade reading preferred.

Train for the high demand position of Patient Access Specialist. Patient Access Specialists perform functions such as admissions, registration, financial counseling, pre-certification, guest relations, scheduling and telecommunications. At the completion of the program, you may test for your professional certification as a “Certified Healthcare Access Associate” (CHAA) offered by The National Association of Healthcare Access Management (NAHAM).

**Note:** This course is entirely online. It does not include an externship experience. The cost of the CHAA exam is included in the cost of the course.

$1,999

**#40478**
Not Applicable
None
Aug 25 - Dec 5
Online
Staff

Completely online. Externship is not included with the online program.

ZHTH 1275

**Healthcare Navigator**

The navigation process ensures that the patient is guided through the entire continuum of the healthcare system. The Healthcare Navigator identifies barriers that may prohibit a patient from entering the healthcare system or moving within the healthcare system, and assists the patient in overcoming these barriers. Navigators are empathetic individuals with great communication skills who provide individualized care to patients to help in a wide variety of ways. Navigators assist patients with transportation, accessing resources such as durable medical equipment and pharmaceuticals, understanding treatment/care options and insurance, finding doctors, helping patients show up to medical appointments, working with family members and care givers, managing paperwork, and more. All of these move the patient towards positive outcomes and higher satisfaction.

**Note:** This course has a two week long job shadowing experience that requires participation in an area hospital system outside of the standard classroom hours.

$2,100

**#40476**
UTC - TBD
M T W R
Aug 25 - Dec 12
9 a.m. - Noon
Staff

Externship is Monday through Friday full workday times.

ZHTH 1260

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**WAYS TO GET YOUR COMPANY TO SEND YOU TO CLASS!**

1. **ASK.**
   - A simple request is usually all it takes.
2. **SHOW THE CATALOG.**
   - Get your boss to read it. Attach it to a memo.
3. **STRESS THE BENEFITS.**
   - Additional skills training will make you a more productive employee.
4. **EMPHASIZE THE CONVENIENCE.**
   - Why go out of town for training when you can get quality training right here?
5. **COMPARE THE COMPETITIVE PRICING.**
   - Your employer will be pleased to know it is paying a little less and getting a lot. Check the prices. They’re hard to beat.
Medical Coding and Billing

Description:
The Medical Coding and Billing track is non-credit and is designed to prepare students to successfully test for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) credential. Students will learn the basics through Anatomy and Physiology Exploratory: Preparation for ICD-10-CM, Fundamentals of Billing Reimbursement, and the AAPC’s Professional Medical Coding Curriculum. The AAPC requires individuals to have two years coding experience (one year may be substituted with this track). individuals with less than one year experience will be CPC apprentices until one year is submitted to the AAPC.

Audience:
• For the professional already employed in the field who is seeking to obtain AAPC CPC credential, the three required courses can be flexibly scheduled in the evenings.
• For those individuals new to the field, the Medical Coding and Billing track can be taken as a complete professional medical coding program that includes an internship at an area hospital system.

Learning Outcomes/ Profiency:
• Test for the AAPC CPC exam

Program Prerequisites:
• High school diploma or GED required
• Degreed individuals are welcome to attend this program
• Courses must be taken in the order shown
* Successful background check required for internship experience

Medical Coding and Billing Requirements: Students have a choice of following track A or B:
A. Flexible Schedule:
   1.) Anatomy and Physiology Exploratory: Preparation for ICD-10-CM
   2.) Fundamentals of Billing Reimbursement
   3.) AAPC Professional Medical Coding Curriculum
To bypass a course, a college transcript or certification credential verifying that the course was successfully completed must be submitted to the College. It is highly recommended students repeat Anatomy and Physiology if they completed it more than 10 years ago.

B. The Professional Coding Program
   The Professional Coding Program includes the following topic areas: Anatomy and Physiology Exploratory: Preparation for ICD-10-CM, Fundamentals of Billing Reimbursement, The Professional Healthcare Environment, AAPC Professional Medical Coding Curriculum, and an internship with an area hospital system. Students in the Professional Medical Coding program will also receive at no cost a 24-hour medical jump start bridge program.

Certification Potential:
• Certified Professional Coder
• Visit http://www.aapc.com/ for certification information

Professional Coding Program
Prerequisite: GED/HS diploma. 10th grade tabe testing math and reading.
This program is designed to train the student on the essentials of successfully working as a coder in the medical, health care or insurance industries. AAPC curriculum is utilized. Upon completion of the course, students will be eligible for the CPC (certified professional coder) exam. AAPC requires that students have two years of coding experience (one year may be substituted with this program) in addition to successful completion of the CPC exam in order to become a CPC. Students taking this program with less than one year experience will be CPC Apprentices until one year is submitted to AAPC.

Note: Text books, background checks and CPC exam fee are NOT included in tuition. Back ground checks required for student job shadowing experiences.

Overview of ICD-10-CM and ICD-10-PCS
Prerequisite: ICD-9 work experience accepted in lieu of FBR
This course examines the differences and similarities between ICD-9-CM and ICD-10-CM in structure and organization. Coding conventions as well as the use of coding guidelines and definitions will be used to determine the correct diagnosis codes. Additionally, this course examines the fundamentals of ICD-10-PCS, including the code structure, system structure, index conventions and guidelines. Get a head start on what coders need to know now in preparation for the upcoming ICD-10 implementation.

Fundamentals of Billing Reimbursement
Prerequisite: HS Diploma/GED, 10th grade reading
Explore insurance verification, eligibility and billing for Medicare, Medicaid and commercial-insurance-covered medical services. Course work will simulate procedures used by hospitals and other health care providers.

For complete course listing: www.tri-c.edu/workforce  •  To register call 866-933-5175  •  Summer 2014
AAPC Professional Medical Coding Curriculum  
Prerequisite: HS Diploma/GED  
This 90-hour curriculum is designed to prepare individuals for the  
Certified Professional Coder (CPC) exam. The CPC certification  
is internationally recognized and illustrates a level of knowledge  
employers recognize and value.  
Upon completion of the course, students will be eligible for the  
CPC exam. AAPC requires that individuals have two years coding  
experience (one year may be substituted with this class) in addition  
to successful completion of the CPC exam in order to become a CPC.  
Students taking this course with less than one year of experience will  
be CPC Apprentices until one year is submitted to AAPC.  
Note: Students must bring their own current CPT and ICD-9CM and  
HCPCS Coding Manuals.  

$1,750 CEU: 9 HRS: 90  
#32346 UTC - TBD  
Jun 30 - Oct 6  
6 - 9 p.m.  
Ashford  
#40474 CCE - TBD  
Aug 21 - Nov 25  
6 - 9 p.m.  
Wilce  
MOCK AAPC CPC exam Sat. Nov 22 from 8:30 a.m. - 3 p.m.  
ZTHH 1175  

CONTINUING EDUCATION FOR  
DENTAL PROFESSIONALS  

Dental Assistant Radiography: Initial Training  
Prerequisite: Minimum of six months work experience in a dental,  
office or a certificate from a dental assisting, program.  
This course meets the Ohio State Dental Board training requirements  
for those seeking to become certified dental radiographers.  
* Upon completion of this course, participants will be given 60 days  
to submit a clinical assignment consisting of exposing radiographs  
under the supervision of a dentist. A certificate of course completion  
will be mailed following submission of the clinical assignment.  
Note: Text: Materials provided.  

$140 CEU: 0.7 HRS: 7  
#32479 Westshore - TBD  
Jun 28  
8:30 a.m. - 3:30 p.m.  
Schneider  
#40246 UTC - 112  
Aug 23  
8:30 a.m. - 3:30 p.m.  
Schneider  
#40247 UTC - TBD  
Oct 18  
8:30 a.m. - 3:30 p.m.  
Schneider  
#40248 Westshore - TBD  
Dec 13  
8:30 a.m. - 3:30 p.m.  
Schneider  

Dental Radiography: Radiation Protection Update  
Prerequisite: Dental Assistant Radiographers  
This two-hour session provides dental assistants with the continuing-  
education requirements necessary to maintain Dental Assistant  
Radiographer certification.  
Note: Materials provided.  

$50 CEU: 0.2 HRS: 2  
#40249 CCE - 223  
Nov 12  
6:30 - 8:30 p.m.  
Sabat  
#40250 Brunswick - TBD  
Sep 17  
6:30 - 8:30 p.m.  
Sabat  
#40253 UTC - TBD  
Oct 29  
6:30 - 8:30 p.m.  
Schneider  

Ask about our Fast-Track  
Health Care programs  

Fast track programs available are:  
- State Tested Nursing Assistant  
- Patient Access Specialist  
See page 42 for more information.
CONTINUING EDUCATION FOR NURSES

Emergency Nursing Pediatric Course

**Prerequisite:** RN licensure

Emergency Nursing Pediatric Course is designed to help you gain core-level pediatric knowledge and the skills to positively affect pediatric patient outcomes in the emergency setting.

**Note:** Meets 12 of the 13 clinical and professional competencies as defined in the Joint Policy Statement- Guidelines for Care of Children in the Emergency Department Appendix, American Academy of Pediatrics, Volume 124, Number 4, October 2009

$275  
#40257  
Jul 14 - Jul 21  
8 a.m. - 5 p.m.  
Schmidt

**Cancer Registry Principles, Practices, and Application**

**Prerequisite:** Refer to NCRA www.ctrexam.org site for specific requirements for eligibility for the CTR exam.

This course is designed for cancer registry professionals. It is a means to assess their knowledge and proficiency related to cancer registry principles, practices, and application of abstracting techniques. It serves as a supplement in preparing for the National Cancer Registrars Certification Examination for Cancer Registrars.

**Note:** This course does not include the CTR exam.

$275  
#40473  
Aug 11 - Aug 27  
6 - 9 p.m.  
Jordan Seay
IT Training

BUSINESS COMPUTER APPLICATIONS
With Microsoft Office 2010

Word, Basic
Prerequisite: Keyboarding skills and the ability to use Windows, operating system to manage information on computer
Learn the concepts required to create, revise, edit, enhance, and save basic Microsoft Word documents. Topics covered include creating a basic document, editing documents by locating and modifying text, formatting text, formatting paragraphs, adding tables to a document, adding graphic elements to a document, controlling a document’s page setup and its overall appearance, and proofing documents to make them more accurate.
Note: Flash drive recommended. Textbook provided.
$129
#33305
Jun 2 - Jun 11
6 - 8:30 p.m.
ZMSA 1116

Word, Intermediate
Prerequisite: Ability to create and modify standard business documents in Microsoft Word.
Improve the quality of your work by enhancing your documents with customized Microsoft Word elements. Improve efficiency by automating the way Word works for you. In this course, you will create complex documents in Word by adding components such as customized lists, tables, charts and graphics. You will also create personalized Microsoft Word efficiency tools.
Note: Flash drive recommended. Textbook provided.
$129
#40043
Jul 7 - Jul 16
6 - 8:30 p.m.
ZMSA 1117

Word, Advanced
Prerequisite: Use a web browser and email, ability to create and modify business documents in Word as well as understand worksheet (Excel), and presentation (PowerPoint). XML is recommended.
This course is for students who want to gain the advanced skills necessary to manage long documents, collaborate with others, and secure documents. Topics include using features in Word to link with Excel, Powerpoint and Outlook; to collaborate on documents using compare, create and manage document versions; to add reference marks, citations and notes; to make long documents easier to use by creating master documents; to secure a document by restricting access; to create fill-in forms and to tag a document using XML.
Note: Flash drive recommended. Textbook provided.
$129
#40044
Aug 4 - Aug 13
6 - 8:30 p.m.
ZMSA 1126

Excel, Basic
Prerequisite: Keyboarding and basic computer skills.
Work with the spreadsheet concepts required to produce basic worksheets including inputting data and running calculations. Topics covered include creating a basic worksheet, performing calculations, modifying a worksheet, formatting a worksheet, printing workbooks and managing large workbooks.
Note: Flash drive recommended. Textbook provided.
$129
#33294
Jun 16 - Jun 25
6 - 9:30 p.m.
ZMSA 1111

Excel, Intermediate
Prerequisite: Basic understanding of Excel, including: creating, editing, formatting and printing worksheets
Streamline and enhance your spreadsheets with customized Microsoft Excel elements including templates, charts, graphics, and formulas. Apply visual elements and advanced formulas to a worksheet to display data in various formats. Create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.
Note: Flash drive recommended. Textbook provided.
$129
#40037
Jul 21 - Jul 30
6 - 9:30 p.m.
ZMSA 1112

Excel, Advanced
Prerequisite: Working knowledge of charts, sorted and filtered, data. Understanding of XML is recommended.
This course is for students who want to gain the advanced skills required to utilize the specialized capabilities of Excel. Automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. Topics include creating macros, collaborating with others, auditing and analyzing worksheet data, incorporating multiple data sources, and importing and exporting data.
$129
#40038
Aug 18 - Aug 27
6 - 9:30 p.m.
ZMSA 1127

For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
Computer Network Technician

Prerequisites
Foundations courses or equivalent knowledge as well as experience using and maintaining PC hardware/software (recommended).

Program Description
This program focuses on the A+, Network+ and Security+ exam objectives developed by the Computing Technology Industry Association (CompTIA). CompTIA A+ certification is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software. CompTIA Network+ certification proves knowledge of networking. CompTIA Security+ certification designates knowledgeable professionals in the field of security dealing with computer security.

Requirements/Training
This certificate program requires completion of three courses: A+, Network+ and Security+. These courses will provide students with the competencies required to take the certified CompTIA exams.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ Fast Track</td>
<td>56</td>
</tr>
<tr>
<td>Network+</td>
<td>35</td>
</tr>
<tr>
<td>Security+</td>
<td>37.5</td>
</tr>
</tbody>
</table>

A+ Fast Track
This course focuses on A+ exam objectives for the Computing Technology Industry Associate (CompTIA) and is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software. Participants will demonstrate their ability to diagnose, maintain, and perform minor repairs on PC systems and peripherals in our specially designed hardware and software labs. You will learn the essential competencies required to provide technical support.

Note: Textbook, toolkit and test prep software provided

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#33302</td>
<td>5.6</td>
<td>56</td>
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<tr>
<td>MATTC - 241</td>
<td>M W</td>
<td>Staff</td>
</tr>
<tr>
<td>Jun 2 - Jul 30</td>
<td>6 - 9:30 p.m.</td>
<td>Staff</td>
</tr>
</tbody>
</table>

QuickBooks

Prerequisite: Keyboarding skills and the ability to use Windows, operating system to manage information on your, computer. An understanding of basic accounting, and bookkeeping principles is required.

Discover the ease of automated bookkeeping with QuickBooks. This hands-on, scenario-based course will allow you to set up a company, work with lists, set up inventory, invoice for services, process payments, work with bank accounts, enter and pay bills, memorize transactions, customize forms, use other QuickBooks accounts, create reports, create graphs, track and pay sales tax, prepare payroll, set up online banking, share files with an accountant, estimate and time-track job costs as well as write letters.

Note: Intuit Curriculum provided.

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Jun 10 - Jun 26</td>
<td>6 - 9:30 p.m.</td>
<td>Staff</td>
</tr>
</tbody>
</table>

COMING FALL 2014
SOFTWARE DEVELOPERS NEEDED!

Tri-C’s new
IT Futureworks Program
will train individuals to enter this high-demand field.

TRAINING IS FREE
WEB DESIGNER

Prerequisites
IT Training Foundations or equivalent knowledge including basic understanding of marketing principles such as branding and merchandising is recommended.

Program Description
Web designers are the creative individuals behind the layouts and designs of websites and Web pages. Web designers work with the end-user in mind to incorporate interactive media features such as video and animation, e-commerce payment systems, advertising and more. Web design brings together creative vision and technical skills. Designers possess an eye for effective online presentation as well as the programming ability to execute the design. If you are aiming to become an Internet design expert, get started by completing this program.

Coursework

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Web Design</td>
<td>14</td>
</tr>
<tr>
<td>HTML 5</td>
<td>14</td>
</tr>
<tr>
<td>Javascript, AJAX, and JQuery, Basic</td>
<td>14</td>
</tr>
<tr>
<td>Dreamweaver, Basic</td>
<td>14</td>
</tr>
<tr>
<td>Photoshop, Basic</td>
<td>14</td>
</tr>
<tr>
<td>InDesign, Basic</td>
<td>14</td>
</tr>
</tbody>
</table>

HTML 5

Prerequisite: Basic computer knowledge, including the internet.

Focus on the fundamentals of designing and publishing home pages with the HTML language interface. We will address topics including identification and utilization of HTML elements, differentiating relative and absolute paths, defining and anchoring links, and importing graphics.

Note: Flash drive recommended. Textbook provided.

$350  
#33199  
Jun 3 - Jun 12  
6 - 9:30 p.m.  
Staff  
ZCIW 1001

Javascript, AJAX, and JQuery, Basic

Create dynamic web pages using the popular web-scripting language JavaScript. This course is for beginning programmers with prior knowledge of HTML. JavaScript adds interactive functions to HTML pages.

Note: Flash drive recommended. Textbook provided.

$350  
#33293  
Jun 24 - Jun 26  
6 - 9:30 p.m.  
Staff  
ZPRG 1029

Photoshop, Basic

Adobe Photoshop is a high-end software solution that provides support and specialized editing tools for digital photographers and graphic artists. Filled with practical, hands-on examples, this course will show you how to apply the professional tools and techniques in Photoshop that are most helpful to photographers. Even if you have no image editing experience, you’ll be amazed at what you can do with your images after completing this course.

Note: Flash drive recommended. Textbook provided.

$350  
#30427  
Aug 19 - Aug 28  
6 - 9:30 p.m.  
Boerner2  
ZDES 1016

Linux+

This course helps in preparation of the CompTIA Linux+ (Powered by LPI) certification exam and includes updated information pertinent to the latest Linux distributions, as well as new storage technologies such as LVM and ext4. Readers will learn about new and expanded material on key job-related networking services including FTP, NFS, Samba, Apache, DNS, DHCP, NTP, RADIUS, LDAP, Squid, Sendmail, Postfix, X, SSH, VNC, SQL, and updated information on security practices and technologies.

$729  
#30272  
Jun 3 - Jul 3  
6 - 9:30 p.m.  
Paoletta  
ZOPS 1006

We Didn’t Know You Wanted It!
The world of Information Technology is vast and always changing. If there is a specific topic or technology you need training in that is not on the schedule, give us a call! There is a good chance we can help you.

WE HAVE ACCESS TO INSTRUCTOR-LED AND ONLINE LEARNING COURSES IN:

- Apple
- MS Dynamics
- VMWare
- Oracle
- ITIL
- and much more!
- CITRIX

Call 216-987-4770 for more information.
Network+
**Prerequisite:** A+ or equivalent experience recommended
The CompTIA Network+ certification course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that you will use on the job in any type of networking career. If you are pursuing a CompTIA technical certification path, the CompTIA A+ certification is an excellent first step to take before preparing for the CompTIA Network+ certification.

**Note:** Textbook supplied.

$1,199
**CEU:** 3.5  **HRS:** 35
**#40039**
**Aug 4 - Sep 3**  **M W**
**ZNET 1005**

Mac, iPhone, and iPad Programming - Online
The fastest-growing software market today involves mobile applications (or apps). In this course, you’ll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps for Macintosh, iPhone, and iPad. You’ll get acquainted with the way Xcode works, understand the basics of writing programs in Objective-C, and develop a solid foundation for writing your own programs. Even if you’re new to programming or familiar with programming a different type of computer, this course will offer the guidance you need to master the basics of creating apps and programs for your Macintosh device.

$125
**CEU:** 2.4  **HRS:** 24
**#40374**
**Jul 16 - Jun 17**
**Online - Online**  **None**
**Mentor**

**#30623**
**Jul 17 - Jun 18**
**Online - Online**  **None**
**Mentor**

SQL Queries
**Prerequisite:** Window Server 2008 or equivalent knowledge
This course provides the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2008. The student will be introduced to how client/server architecture works, and examine the various database and business tasks that can be performed by using the components of SQL Server 2008. The student will also be introduced to SQL Server database concepts such as relational databases, normalization, and database objects.

$729
**CEU:** 0.7  **HRS:** 7
**#30434**
**Jul 16 - Aug 1**
**MATTCC - 245**  **T R**
**6 - 9:30 p.m.**
**Dutkiewicz**

**DATABASE ADMINISTRATION**

**Prerequisites**
Networking Fundamentals, Access I and II or relational database experience

**Program Description**
The Database Administration program prepares students to set up, maintain, diagnose and troubleshoot MS-SQL database systems. Database administrators are responsible for making sure those systems operate efficiently. They also make sure that the data they store is backed up regularly, stored effectively and secure from unauthorized access. They also ensure the data is available by maximizing database uptime.

**Coursework**

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQL Queries</td>
<td>28</td>
</tr>
<tr>
<td>70-432 Microsoft SQL Server 2008 Implementation and Maintenance</td>
<td>35</td>
</tr>
<tr>
<td>70-461 Querying Microsoft SQL Server 2012</td>
<td>35</td>
</tr>
<tr>
<td>70-462 Administer SQL Server 2012 Databases</td>
<td>35</td>
</tr>
</tbody>
</table>

Have you completed your training? Are you looking for work? **JobLink Services at Tri-C can help.**

For information call 216-987-4391 or visit www.tri-c.edu/joblink

For complete course listing: [www.tri-c.edu/workforce](http://www.tri-c.edu/workforce) • To register call 866-933-5175 • Summer 2014
NETWORK ADMINISTRATOR

**Prerequisites**
Computer Network Technician program or equivalent knowledge

**Program Description**
The Network Administrator certificate program will help put your career on the fast track by ensuring you have the skills to successfully implement, manage and troubleshoot Microsoft Windows 2008-based and Linux networks.

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-680 Microsoft Windows 7</td>
<td>21</td>
</tr>
<tr>
<td>70-640 Windows Server 2008 Active Directory</td>
<td>35</td>
</tr>
<tr>
<td>70-642 Windows Server 2008 Infrastructure</td>
<td>35</td>
</tr>
<tr>
<td>70-646 Windows Server 2008 Administration</td>
<td>35</td>
</tr>
<tr>
<td>Linux+</td>
<td>35</td>
</tr>
</tbody>
</table>

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**How to Use Instagram and Pinterest Personal and Business**
This course is designed for students who wish to learn about how to use Instagram and Pinterest personally and for a business.

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>CEU: 0.35</td>
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<tr>
<td>#33139</td>
<td>CCE - TBD</td>
</tr>
<tr>
<td>#33140</td>
<td>CCW - TBD</td>
</tr>
</tbody>
</table>

**How to Use Videos to Drive Traffic to Your Website**
This course is designed for students who wish to learn about how to use videos to drive traffic to your website.

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>CEU: 0.35</td>
</tr>
<tr>
<td>#33141</td>
<td>CCE - TBD</td>
</tr>
<tr>
<td>#33142</td>
<td>CCW - TBD</td>
</tr>
</tbody>
</table>

**Why is Search Engine Optimization (SEO) Important?**
Search engine optimization is the process of getting web traffic from the “free,” “organic,” “editorial” or “natural” listings on search engines. All major search engines, like Google, Yahoo and Bing, have such results, where web pages and other content like videos or local listings are shown and ranked based on what the search engine considers most relevant to users. Learn how to leverage this to help your business.

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>CEU: 0.35</td>
</tr>
<tr>
<td>#33144</td>
<td>CCE - TBD</td>
</tr>
<tr>
<td>#33145</td>
<td>CCW - TBD</td>
</tr>
</tbody>
</table>

**Using Google Products for Fun and Productivity**
This course is for students who want to learn how to use Google products for fun and for business.

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>CEU: 0.35</td>
</tr>
<tr>
<td>#33146</td>
<td>CCE - TBD</td>
</tr>
<tr>
<td>#33147</td>
<td>CCW - TBD</td>
</tr>
</tbody>
</table>

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For complete course listing: [www.tri-c.edu/workforce](http://www.tri-c.edu/workforce) • To register call 866-933-5175 • Summer 2014
Does Your Company Need Tailored Training?

Tri-C can take your users from Windows XP to Windows 8 or from Office 2003 to Office 2014.

Let us help you customize a training solution that fits your company’s needs.

Contact Toni Paoletta, IT Training Program Manager, at 216-987-2962 to discuss customized training.

FREE INFORMATION NIGHTS

Every 1st and 3rd Tuesday of the Month

June 3 and 17, 2014
July 1 and 15, 2014
August 5 and 19, 2014
September 2 and 16, 2014

starting at 5 p.m. in Room 220 in the Unified Technologies Center (UTC)
at Metropolitan Campus
2415 Woodland Ave.
Cleveland, OH 44115

Instructors Needed

The IT Training Center is continuously recruiting instructional proposals for professional development courses.

If you are interested in teaching a course, please send your resume and cover letter to Toni.Paoletta@tri-c.edu.

We are currently recruiting instructors qualified to teach:
• CompTIA
• Microsoft Office
• Software Developer

ERP TRAINING
SAP - PeopleSoft - Oracle Applications

Functional (end user) and
Technical (Project Team) Training

Call Toni Paoletta, IT Program Manager, for more information.
Call 216-987-2962

For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
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We partner with nationally known organizations to offer hundreds of online open enrollment courses designed to either provide you with necessary professional level skills or to enhance your professional development.

AREAS OF STUDY:
- Accounting and Finance
- Business
- Health Care and Medical
- Information Technology
- Personal Development
- Teaching and Education
- Home Inspection
- Information Design
- Microsoft Office Complete Skills Training
- EC - Council

Courses start monthly and range in length from 8 hours to 6 months. Most courses are 6 weeks in length. It is recommended that 2 - 4 hours per week be allocated to each course.

Choose from the following start dates:
- June 18, 2014
- July 16, 2014
- August 20, 2014

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CRN</th>
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<tbody>
<tr>
<td><strong>CAREER TRAINING</strong></td>
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<tr>
<td>Medical Billing &amp; Coding - $1,595</td>
<td>#30632</td>
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<tr>
<td><strong>CUSTOMER SERVICE AND ADMIN SUPPORT</strong></td>
<td></td>
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<tr>
<td>Administrative Assistant Applications - $125</td>
<td>#30312</td>
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<tr>
<td>Administrative Assistant Fundamentals - $125</td>
<td>#30313</td>
</tr>
<tr>
<td>Managing Customer Service - $150</td>
<td>#30624</td>
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<tr>
<td><strong>ENTREPRENEUR AND SMALL BUSINESS DEVELOPMENT</strong></td>
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<tr>
<td>Becoming a Grant Writing Consultant - $125</td>
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<tr>
<td>Creating a Successful Business Plan - $125</td>
<td>#30327</td>
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<td>Secrets of Caterers - $125</td>
<td>#30660</td>
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<tr>
<td>Start a Pet Sitting Business - $125</td>
<td>#30586</td>
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<tr>
<td>Start and Operate Your Own Home-Based Business - $125</td>
<td>#30585</td>
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<tr>
<td>Start Your Own Arts and Crafts Business - $125</td>
<td>#30584</td>
</tr>
<tr>
<td>Start Your Own Gift Basket Business - $125</td>
<td>#30580</td>
</tr>
<tr>
<td>Start Your Own Small Business - $125</td>
<td>#30581</td>
</tr>
<tr>
<td>Starting a Consulting Practice - $125</td>
<td>#30578</td>
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<tr>
<td>Wow, What a Great Event! - $125</td>
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<tr>
<td><strong>FINANCE, ACCOUNTING AND INVESTING - ONLINE</strong></td>
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<tr>
<td>Accounting Fundamentals I - $125</td>
<td>#30308</td>
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<tr>
<td>Accounting Fundamentals II - $125</td>
<td>#30309</td>
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<tr>
<td>Business Finance for Non-Finance Personnel - $125</td>
<td>#30324</td>
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<tr>
<td>Intermediate QuickBooks 2012 - $125</td>
<td>#30345</td>
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<tr>
<td>Introduction to QuickBooks 2012 - $125</td>
<td>#30602</td>
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<tr>
<td>Introduction to Stock Options - $125</td>
<td>#30606</td>
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<td>Keys to Successful Money Management - $125</td>
<td>#30614</td>
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<td>Performing Payroll in QuickBooks 2012 - $125</td>
<td>#30691</td>
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<td>Personal Finance - $125</td>
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<td>Protect Your Money, Credit, and Identity - $125</td>
<td>#30673</td>
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<td>QuickBooks 2012 for Contractors - $125</td>
<td>#30671</td>
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<tr>
<td>Real Estate Investing II: Financing Your Property - $125</td>
<td>#30668</td>
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<td>Real Estate Law - $125</td>
<td>#30667</td>
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<td>Stocks, Bonds, and Investing: Oh, My! - $125</td>
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<td>The Analysis and Valuation of Stocks - $125</td>
<td>#30565</td>
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<tr>
<td>Where Does All My Money Go? - $125</td>
<td>#30545</td>
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<td><strong>HEALTH CAREERS</strong></td>
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<td>Assisting with Aging Parents - $125</td>
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<tr>
<td>Explore a Career in Medical Transcription - $125</td>
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<tr>
<td>Genealogy Basics - $125</td>
<td>#30230</td>
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<td>Medical Billing &amp; Coding - $1595</td>
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<tr>
<td>Medical Math - $125</td>
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For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
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### HOME INSPECTION

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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>Roofing</td>
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<tr>
<td>Structure</td>
<td>#31103</td>
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<tr>
<td>Electrical</td>
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<td>Heating I</td>
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<tr>
<td>Heating II</td>
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<td>Air Conditioning and Heat Pumps</td>
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<tr>
<td>Plumbing</td>
<td>#31108</td>
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<tr>
<td>Exterior</td>
<td>#31109</td>
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<tr>
<td>Insulation &amp; Interior</td>
<td>#31110</td>
</tr>
<tr>
<td>Communication and Professional Practice</td>
<td>#31111</td>
</tr>
</tbody>
</table>

For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
Cisco certification ensures high standards of technical expertise. Achieving Cisco certification at any level means joining the ranks of skilled network professionals who have earned recognition and respect in the industry.

The first three levels of certification and specialization that Cisco provides for IT professionals can follow several different tracks to meet individual needs. There are many paths to Cisco certification, but only one requirement: passing one or more exams for demonstrating the knowledge and skill.

1st LEVEL OF CERTIFICATION

**CISCO Certified Network Associate (CCNA)**
- Interconnecting Cisco Networking Devices (ICND1)
- Interconnecting Cisco Networking Devices: Accelerated (CCNAX) V2 (Bootcamp)

**CISCO Certified Voice Associate (CCvA)**
- Introducing Cisco Voice and UC Administration v8.0 (ICOMM)

**CISCO Certified Service Provider (CCNA SP)**
- Building Cisco Service Provider Next-Generation Networks, Part 1 (SPNGN1)
- Implementing Cisco IOS Unified Communication

**CISCO Certified Design Associate (CCDA)**
- Designing for Cisco Internetwork Solutions

**CISCO Certified Security: Security Associate (IINS)**
- Implementing Cisco IOS Network Security

**CISCO CCNA Wireless Certification (IUWNE)**
- Implementing Cisco Unified Wireless Networking Essentials (IUWNE)

2nd LEVEL OF CERTIFICATION

**CISCO Certified Network Professional (CCNP)**
- Three courses to be taken in preparation for the CCNP Exam
  - Implementing Cisco IP Routing (ROUTE)
  - Implementing Cisco IP Switched Networks (SWITCH)
  - Troubleshooting and Maintaining Cisco IP Networks

**CISCO Certified Design Professional (CCDP)**
- Three courses to be taken in preparation for the CCDP Exam
  - Implementing Cisco IP Routing (ROUTE)
  - Implementing Cisco IP Switched Networks (SWITCH)
  - Designing Cisco Network Service Architectures (ARCH)

**CCNP Voice/CCVP**
- Five courses to be taken in preparation for the CCVP Exam
  - Integrating Cisco Unified Communications Applications v8.0
  - Implementing Cisco Unified Communications Voice over IP and QoS v8.0
  - Implementing Cisco Unified Communications Manager, Part 1 v8.0
  - Implementing Cisco Unified Communications Manager, Part 2 v8.0
  - Troubleshooting Cisco Unified Communications v8.0

**CISCO Certified Security Professional (CCSP)**
- Five courses to be taken in preparation for the CCSP Exam
  - Securing Networks with Cisco Routers & Switches (SNRS)
  - Securing Networks SNAA with ASA Advanced (SNAA)
  - Securing Networks SNAF with ASA Foundation (SNAF)
  - Implementing Cisco Intrusion Prevention Systems (IPS)
  - Implementing Cisco NAC Appliance (CANAC)

**CCNP Service Provider**
- Four courses to be taken in preparation for the CCNP Service Provider Exam
  - Deploying Cisco Service Provider Network Routing (SPROUTE)
  - Deploying Cisco Service Provider Advanced Routing (SPADVROUTE)
  - Implementing Cisco Service Provider Next-Generation Core Network Services (SPCORE)
  - Implementing Cisco Service Provider Next-Generation Edge Network Services (SPEDGE)

3rd LEVEL OF CERTIFICATION

**CISCO Certified Internetwork Expert (CCIE)**

SPECIALIST CERTIFICATIONS

**CISCO Wireless Technology Specialist Certifications**
- Implementing Cisco Unified Wireless Networking Essentials
- Cisco Advanced Wireless LAN Field Specialist
- Wireless Security
- Wireless Security
CCNA: Interconnecting Cisco Networking Devices: (CCNA Routing and Switching) v2 (Bootcamp)

Prerequisite: CCNA: Interconnecting Cisco Networking Devices (CDN10 or professional equivalent).

Attention networkers, enlist in this highly focused course to sharpen your CCNA skills. This hands-on technical course, while building on the foundation provided by ICND1, you will inspect the principles of operation of today's key internetworking technologies and combine this information with hands-on configuration and troubleshooting labs. You will find that this ICND2 class really gets you in shape for the CCNA exam.

Note: Textbook required.

$1,395  
CEU: 3.5  
HRS: 35  
#40422  
Jul 2 - Aug 4  
6 - 9:30 p.m.  
Oresanya

#40422
ZCIS 1002

CCSA Series: Building Cisco Service Provider Next-Generation Networks, Part 2 (SPNGN2)

Prerequisite: Cisco CCENT certification or CCNA certification

In this course, the student will gain the knowledge and skills necessary to implement and support a service-provider network. This will be done by focusing on the use of Cisco switches and Cisco routers that are connected in LANs and WANs, and are typically found in the service-provider network. Also, learning to configure, verify, and troubleshoot the various Cisco networking devices will be covered. Through hands-on labs, the student will gain practical skills on deploying Cisco IOS/IOS XE and Cisco IOS XR features to operate and support service provider network.

Note: Textbook required.

$1,495  
CEU: 3.5  
HRS: 35  
#40424  
Aug 16 - Sep 13  
8:30 a.m. - 4:30 p.m.  
Barreda

ZCIS 1047

CCNP Series: Implementing Cisco IP Switched Networks (Switch)

Prerequisite: CCNA Certification or equivalent knowledge

This course will prepare the student to plan, configure and verify the implementation of complex enterprise switching solutions for campus environments using the Cisco Enterprise Campus Architecture. This course is a component of the Cisco CCNP Routing and Switching curriculum, a professional-level certification, and it is designed to give the student an understanding of how to manage switches in an enterprise campus environment. Hands-on labs in the classroom will reinforce what is taught.

Note: Textbook required.

$1,295  
CEU: 3.5  
HRS: 35  
#40423  
Jul 29 - Aug 28  
6 - 9:30 p.m.  
Mirrotto

ZCIS 1007

CCNA: Interconnecting Cisco Networking Devices (ICND1)

Prerequisite: Internet fundamentals or equivalent knowledge

This comprehensive course will help you develop your basic CCNA skills. You will gain hands-on experience as you prepare for operating the modern TCP/IP networks built with Cisco hardware. You will use Cisco 2600/2800/3500/3550/3560/4506 series routers and switches to apply the Cisco Internetwork Operating System (IOS). You will use the interface to start up and configure a newly installed Cisco router and switch. You will be able to perform all basic configurations and procedures to build a multilateral, multi-group network using LAN and WAN interfaces for the most common routing.

Note: Textbook required.

$1,195  
CEU: 3.2  
HRS: 32  
#33301  
Jun 2 - Jun 25  
6 - 10 p.m.  
Judy

ZCIS 1000

For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
APPLIED INDUSTRIAL MACHINE TRADES APPRENTICE (AIT)

This is the classroom portion of machine tool apprenticeship offered over a four-year period. Typically, apprentices in AIT* are working and sponsored by their employer, and apply their work day experience toward certification from the U.S. Department of Labor, Bureau of Apprenticeship and Labor.

The objective of the program is to prepare the participant for a career as a machinist as well as earn an Associates of Applied Science degree in Applied Industrial Technology.

In this program you will develop a wide range of skills including:
- Manufacturing Skills
- Advanced Manufacturing Processes
- Machine Tool Fundamentals
- Technical Mathematics
- Blueprint Interpretation
- CNC Machine Operations & Programming
- Computer-Aided Design & Manufacturing
- Advanced Die and Mold making

*AIT Apprenticeship Program is registered with U.S. Dept. of Labor, Bureau of Apprenticeship and Labor.

For more information call 216-987-3058

The PMT and the Applied Industrial Machine Trades apprenticeship programs are fully accredited. FAFSA tuition is applicable.

CNC MACHINING AND COMPOSITES MANUFACTURING PROGRAM

The CNC Machining and Composites Manufacturing program provides the fundamentals of modern manufacturing, through classroom and hands-on experience, to individuals seeking a career as Machinists, and CNC Machinists. CNC Machining and Composites Manufacturing can serve as the starting point for the Applied Industrial Machine Trades Apprenticeship (AIT).

CNC Machining and Composites Manufacturing consists of two independent sections: each section is 10 weeks
- PMT-1 consists of three foundational courses: spatial visualization; manufacturing skills; machine operations. Students gain hands-on experience using the Bridgeport mill, engine lathe, and surface grinder. Students completing this section earn 13 credits towards the AIT degree.
- PMT-2 consists of four courses which build upon the foundational studies: advanced manufacturing skills; machine tool theory; advanced machine operations. This section places emphasis on CNC machining using tool path simulation, CNC programming, set-up and operation of CNC turning and milling centers. Participants can earn 14 additional credits towards the AIT.
- PMT-3 consists of four courses which build upon CNC machining fundamentals. Advanced CNC training in cutting speeds, ANSI tooling, geometric dimensioning and tolerancing, CNC offsets, trigonometry and blueprint reading. This section places emphasis on Cad-Cam software using Master-Cam to design precision parts and write CNC programs. Participants can earn 12 additional credits toward the Associates of Applied Industrial Technology Degree.

The candidate’s prior experience and knowledge of machine tools is considered when determining which section to participate.

DAY CLASSES
PMT-1
May 27 - Aug. 1 8 a.m. - 1 p.m. Arjune
Mon. - Fri.

EVENING CLASSES
PMT-1
May 27 - Aug. 1 6 - 10 p.m. Staff
Mon. - Thurs.

For more information call 216-987-3058
COMPUTER NUMERICAL CONTROL (CNC) TECHNOLOGY

CNC Mill - Advanced
Take an in-depth look at CNC mills from process planning to basic programming. Learn how to program holes, slots, pockets, threads, and periphery cuts. If you are ready to learn more about programming CNC mills, this course is for you.

Note: Text provided. This course is the fourth of five required courses in the CNC Technology Certificate program. Participant must score 70 percent or better on final exam to receive certificate for this course.

$595 CEU: 3.2 HRS: 32
#32313 UTC - TBD M W
Jun 2 - Jul 2 6 - 9:15 p.m. Wright

No class on May 26
ZCNC 1009

CNC Mill Lab 2
Put your theory to work in this hands-on lab. Work as a member of a team by using a blueprint to program, set up, and machine parts on a CNC mill. Learn the job tasks, and, if you're already employed in the industry, you can put them into practice each day as your knowledge grows.

Note: Materials provided. This is an optional course in the CNC Technology Certificate program.

$295 CEU: 1.25 HRS: 12.5
#32314 UTC - 145C T
Jun 3 - Jul 1 6 - 8:30 p.m. Wright

NIMS CNC Mill Operations Exam Prep
Prepare for the NIMS CNC Mill Operations written exam by setting up and running three parts to complete the Credential Achievement Record requirements.

$200 CEU: 0 HRS: 9
#32316 UTC - 145C T R
Jun 10 - Jun 17 6 - 9 p.m. Orbanic

MasterCAM - Basic Mill
Serious CNC machinists, operators, and programmers who want to build their computer skills in 3D design, drawing, and CNC programming will want to take advantage of this course. Learn the skills needed to produce CNC part programs for 3-axis machining centers using computer assisted manufacturing (CAM) software.

Note: Text provided. This course is the fifth of five required courses in the CNC Technology Certificate program. Participant must score 70 percent or better on final exam to receive certificate for this course.

$595 CEU: 3.2 HRS: 32
#18408 UTC - 150 T R
Jun 18 - Jul 23 6 - 9:15 p.m. White

No class on July 4
Program Overview

The Right Skills Now Fast-Track Training is a 530-hour program which will prepare individuals for a career in the manufacturing industry. Offering both day and evening training, the program also features an 8-week paid internship. Successful candidates who complete the program will be offered a permanent position at Swagelok.

Highlights

- **Day program** – 8 weeks of training; an 8-week paid internship at Swagelok.
- **Evening program** – 14 weeks of training; an 8-week paid internship at Swagelok.
- Right Skills Now is an acceleration of the NAM-Endorsed Manufacturing Skills Certification System.
- Receive national certification by National Institute for Metalworking Skills (NIMS).

Requirements

- High school diploma or equivalent.
- Skills validation of achieving a WorkKeys Silver NCRC Level 4 in WorkKeys: Applied Math, Locating Information, Reading for Information.
- Ability to attend all program sessions.
- Agree to background check/drug test.

Scholarships available for those who qualify.

Program Cost: $4,295

Tuition includes job placement services.

216-987-3040
AutoCAD Fundamentals Part 1
This course is the first half of learning the fundamentals of AutoCAD. You will learn the essential basics of creating, editing and printing a drawing using AutoCAD software. Topics include object creation and editing, layers, inserting text, dimensions, hatching and blocks, creating layouts and plotting.

$575
#40491
Jun 9 - Jul 9
UTC - 150
9 a.m. - Noon
Martinson
#40492
Sep 29 - Oct 29
UTC - 150
9 a.m. - Noon
Martinson
#40493
Jul 15 - Aug 14
UTC - 150
6 - 9 p.m.
Martinson
#40494
Nov 17 - Dec 17
UTC - 150
6 - 9 p.m.
Martinson
#40497
Sep 8 - Oct 8
CCW - TBD
6 - 9 p.m.
Martinson

AutoCAD Fundamentals Part 2
This is the second half of AutoCAD Fundamentals. Learn more sophisticated techniques for creating 2D drawings using AutoCAD software. Topics include advanced positioning techniques, creating and editing blocks, geometric and dimensional constraints, annotation styles, external references and advanced layouts.

$395
#40498
Jul 28 - Aug 18
UTC - 150
6 - 9 p.m.
Martinson
#40499
Nov 17 - Dec 8
UTC - 150
6 - 9 p.m.
Martinson
#40500
Sep 2 - Sep 23
UTC - 150
6 - 9 p.m.
Martinson
#40502
Oct 20 - Nov 10
CCW - TBD
6 - 9 p.m.
Martinson

AutoCAD Fundamentals Part 2
This is the second half of AutoCAD Fundamentals. Learn more sophisticated techniques for creating 2D drawings using AutoCAD software. Topics include advanced positioning techniques, creating and editing blocks, geometric and dimensional constraints, annotation styles, external references and advanced layouts.

$350
#18790
UTC - 150
M W
Jun 24 - Jul 10
6 - 9 p.m.
Martinson

SolidWorks Level 2
Prerequisite: SolidWorks Level I, Windows for the Desktop, Computer Concepts, or equivalent knowledge.
Take it to the next level and master advanced topics that will make you more productive with SolidWorks®. This course covers part configurations, design tables, assembly configurations, advanced filleting, advanced lofts, and importing/exporting files.

Note: Text provided.

$475
#32521
UTC - 150
T R
Jun 10 - Jul 3
6 - 9 p.m.
Yancey

For complete course listing: www.tri-c.edu/workforce  •  To register call 866-933-5175  •  Summer 2014
Cuyahoga Community College and the Joint Apprenticeship Training Councils (JATC)

In an effort to offer curricula developed by each trade’s national and international organization, Cuyahoga Community College partners with its union affiliates of the construction skilled trades industry. Technical training is conducted at each Local’s training center by members in good standing who are also well-versed vocational instructors. The College partners with more than 20 JATCs in 12 trades and 20 specific disciplines.

Career-Tailored Courses/On-The-Job Training

As a construction trades apprentice, students invest between 144 and 250 hours in trade-related classroom instruction during a three- to five-year period. During that time they also receive between 6,000 and 8,000 hours of on-the-job training while earning 30 credit hours in technical coursework. Technical courses are tailored to the skills and knowledge required by their respective skilled trade.

Apprenticeship programs offered through Cuyahoga Community College

- Bricklaying/Tile Laying
- Carpentry (floor laying, millwrighting and pile driving)
- Cement Masonry
- Communication Technology and Transport Systems
- Construction Craft Laborers
- Electricians and Telecommunications
- Iron Working
- Operating Engineer
- Painters and Allied Trades (glaziers, painters, drywall finishing and sign/display)
- Plumbing
- Pipefitting
- Sheet Metal Workers

Earn While You Learn

Apprentices earn wages and draw benefits while working toward their journey-level certificate. During training, the more an apprentice learns the more pay he or she receives. By climbing the skill ladder, wages increase at regular intervals until the end of the apprenticeship when students become journeypersons and draw full pay for their skills. The completion of a college degree program also increases pay opportunities.

Building Construction Technologies Short-Term Certificate Program

The Construction Technologies program provides participants the opportunity to complete hands-on projects under the supervision of experienced craft-workers from the construction trades. Technical subject matter, applied mathematics, technical reading, blueprint interpretation, safety, health and physical fitness are reinforced by completion of an extensive array of trade specific assignments.

PROGRAM PREREQUISITE(S):
- High school diploma or GED
- COMPASS assessment eligibility for college-level MATH 0950 or ENG 0910 required

COURSE REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>Spatial and Mechanical Reasoning</td>
<td>AIT 1040</td>
</tr>
<tr>
<td>Comprehension and Communication for Construction</td>
<td>AIT 1020</td>
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<tr>
<td>Basic Construction Language</td>
<td>AIT 1030</td>
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<tr>
<td>Construction Tools, Materials and Practices</td>
<td>AIT 1060</td>
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<tr>
<td>Construction Industry Orientation</td>
<td>AIT 1050</td>
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<tr>
<td>Building Construction Trades Lab</td>
<td>AIT 1120</td>
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<tr>
<td>Construction Measurements and Calculations</td>
<td>AIT 1010</td>
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<td><strong>TOTAL</strong></td>
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</tr>
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</table>

UPON COMPLETION:
- Become certified in OSHA-10 for the construction industry
- Earn a Short-term Certificate in Construction Trades
## APPLIED INDUSTRIAL MAINTENANCE TECHNOLOGY COURSES

Five certificate programs that provide fundamental and advanced training required to obtain jobs in the growing areas of high-tech maintenance. Participants receive hands-on training and knowledge in the skills needed to maintain, install and troubleshoot today’s automated systems in business and industry. A student may take the seven core courses before deciding to specialize in a career area.

<table>
<thead>
<tr>
<th>COURSE(S)</th>
<th>Nr.</th>
<th>Facility Technician</th>
<th>Electrical Technician</th>
<th>Automation Technician</th>
<th>Mechatronics Technician</th>
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<td>Applied Electricity I</td>
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<td>Applied Electricity II</td>
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<td>Applied National Electrical Code</td>
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<td>Applied Boiler Technology</td>
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### SUMMER 2014 TUITION - Per Credit Hour
- $101.21 - Cuyahoga County Residents
- $128.44 - Ohio Residents
- $245.59 - Out-of-State Residents

The program listed on this page is a credit program. Visit www.tri-c.edu/payingforcollege for SUMMER tuition.
Applied Electricity 1  
**Prerequisite:** Required courses: ISET 1300, ATCT 1310  
Fundamentals of electricity with emphasis on resistance, direct current voltage and current, electrical quantities and units of measurements. Ohm’s Law, Kirchoff’s voltage and current laws will also be covered.

ISET 1410  
#53245  
Jun 4 - Jul 11  
5:30 - 10:15 p.m.  
Chichernea  
Credits: 3

Applied National Electric Code  
Introduction to the National Electric Code including industry safety hazards, standards, and precautions. Extensive guided instruction and practice provided.

ISET 2240  
#53242  
Jul 2 - Aug 1  
6 - 10:15 p.m.  
Karlik  
Credits: 3

Industrial Motor Controls  
This course will explore the theory, application, and use of industrial-type motors, focusing on safety, direct current (DC) motors, alternating current (AC) motors, single-phase motors, motor troubleshooting, and motor starting. Extensive guided instruction and practice provided.

ISET 2200  
#87646  
Aug 27 - Oct 10  
6 - 10:15 p.m.  
Vasu  
Credits: 3

Programmable Logic Controllers Maintenance II  
**Prerequisite:** Industrial Motor Controls or departmental approval.
This course covers the programming and application of Programmable Logic Controllers (PLCs) including timers, counters, program control, data manipulation, and math instructions. Extensive guided instruction and practice provided.

ISET 2510  
#53244  
May 28 - Jun 30  
6 - 10:15 p.m.  
Vasu  
Credits: 3

Programmable Logic Controllers Maintenance III  
**Prerequisite:** Programmable Logic Controllers Maintenance II or departmental approval.
Programming and application of programmable logic controllers (PLCs) including sequencers, shift registers, PLC installation, editing, troubleshooting, process control, date acquisition, and computer-controlled machines and processes. Extensive guided instruction and practice provided.

ISET 2520  
#53258  
Jul 2 - Aug 4  
6 - 10:15 p.m.  
Vasu  
Credits: 3

Commercial Wiring  
**Prerequisite:** Applied National Electric Code, concurrent enrollment or departmental approval.
This course covers the principles of commercial electrical installations. Based on the National Electric Code, the course will explore job specifications, sizing and selection of materials, and installation techniques. Extensive guided instruction and practice provided.

ISET 2210  
#53246  
Jun 10 - Jul 31  
6 - 10:15 p.m.  
Karlik  
Credits: 3

Youth Technology Academy (YTA) • Advanced Technology Academy (ATA)

The **Youth Technology Academy (YTA)** is designed to train students for the technical workforce. The program uses a robotics curriculum developed by Carnegie Mellon University, in combination with engineering and manufacturing coursework at Tri-C, job shadowing experiences, mentorship from professional engineers and technicians, paid internships and soft skills training. The program serves 300 students representing a total of 10 high schools.

The **Advanced Technology Academy (ATA)** of Tri-C is entering into an agreement with a private employer to train new welders. In this Public/Private partnership, ATA will recruit inner-city youth that are out of school and not working. We will then train them in the welding processes used by this employer. After some basic instruction, they will work part-time at the employer building tug boats, while they complete their training at Tri-C. Our grant-funded program will pay them while they are working at the company, so the company has no expense for labor.
**Industrial Piping and Tubing**  
*Prerequisite: ISET 1300 or ZAMT 1013*  
This course explores concepts and principles specific to piping, pipefitting and tubing techniques, materials, routing and layout, including types of materials, cutting, threading, measurements, fittings, bending, and offsets. Extensive guided instruction and practice are provided.  
ISET 1340 Credits: 3  
#53239 UTC - 103 T R  
May 28 - Jun 27 6 - 10:15 p.m. Burden

**Fundamental Boiler Technology**  
This course covers concepts and fundamental skills associated with the operation and maintenance of steam boilers. Topics include an overview of steam boilers and boiler operation, basic boiler processes, boiler construction and material properties, boiler operating and maintenance procedures, combustion theory and fuels, efficiency, and codes and standards. Safety codes and procedures, preventive maintenance and basic troubleshooting techniques will also be covered. Extensive guided instruction and practice provided.  
ISET 1460 Credits: 3  
#53248 UTC - 113 M W  
Jun 10 - Jul 31 6 - 10:15 p.m. Pater

**HVAC/Refrigeration I**  
Learn the basics of refrigeration, heat transfer and thermodynamics in HVAC/R applications. This course covers modern HVAC/R systems including their major components, controls, different duct work designs, combustion, HVAC/R blueprint reading, refrigerants, working fluids, and energy management systems.  
*Note: Text required.*  
ISET 1450 Credits: 3  
#53237 UTC - 113 T R  
May 28 - Jun 27 6 - 10:15 p.m. Kurshuk

**HVAC/Refrigeration II**  
*Prerequisite: ISET 1450*  
This is a continuation in the study of the basics of refrigeration, heat transfer and thermodynamics in HVAC/R applications. Emphasis is placed on the calculation and determination of space heating and cooling loads, experimental work, and hands-on training and preparation to pass the EPA Proper Refrigerant Practices certification exam. Important topics include HVAC/R thermodynamics and heat transfer, air conditioning processes, comfort and IAQ, space-heating loads, space-cooling loads, volumetric flow rates, advanced blueprint reading and systems designs, energy consumption, specifications, and components selections.  
*Note: Course includes preparation for the EPA Proper Refrigerant Practices exam. EPA certification exam available for an additional charge.*  
ISET 2450 Credits: 3  
#53238 UTC - 234D T R  
Jul 2 - Aug 1 6 - 10:15 p.m. Kurshuk

**Welding Blueprint Reading**  
Learn to read blueprints and welding symbols, including the proper way to read and apply measurements and dimensions pertaining to industrial blueprints and metal specifications. The student will also learn how to understand and interpret views and translate measurements and dimensions.  
ISET 1110 Credits: 3  
#53249 UTC - 234D M W  
May 29 - Jun 19 6 - 10:15 p.m. McKay Jr.

**Gas Metal Arc Welding (MIG)**  
This course gives the student skills in Gas Metal Arc Welding (MIG), with extensive guided instruction provided. Prepares a student for the MIG certification test.  
ISET 2100 Credits: 3  
#53251 MATTC - 132 T R  
May 28 - Aug 1 6 - 10 p.m. McKay Jr.  
#53256 MATTC – 132 M W  
May 29 - Jul 31 6 - 10 p.m. Miller  
#53359 MATTC - 132 S  
Jun 1 - Aug 3 8:30 a.m. - 4:30 p.m. Gibbon  
#53391 MATTC – 132 M W  
May 29 - Jul 31 6 - 10 p.m. Gibbon
Gas Tungsten Arc Welding (TIG)
This course gives the student skills in Gas Tungsten Arc Welding (GTAW-TIG), with extensive guided instruction provided. Prepares a student for the TIG certification test.

ISET 2110   Credits: 3
#53254      MATTC - 132   T R
May 28 - Aug 1 6 - 10 p.m. McKay Jr.
#53257      MATTC - 132   M W
May 29 - Jul 31 6 - 10 p.m. Miller

#53360      MATTC - 132   S
Jun 1 - Aug 3 8:30 a.m. - 4:30 p.m. Gibbon
#53392      MATTC - 132   M W
May 29 - Jul 31 6 - 10 p.m. Gibbon

Shielded Metal Arc Welding (STICK)
This course gives the student skills in Shielded Metal Arc Welding (STICK), with extensive guided instruction provided. Prepares the student for the STICK certification test.

ISET 2110   Credits: 3
#53250      MHCS (Metro, S & T)   T R
May 28 - Aug 1 6 - 10 p.m. McKay Jr.
#53255      MATTC - 132   M W
May 29 - Jul 31 6 - 10 p.m. Miller

#53358      MATTC - 132   S
Jun 1 - Aug 3 8:30 a.m. - 4:30 p.m. Gibbon
#53390      MHCS (Metro, S & T)   M W
May 29 - Jul 31 6 - 10 p.m. Gibbon

OxyFuel Gas Welding
This course gives the student skills in OxyFuel Gas Welding, with extensive guided instruction provided. Prepares a student for the OxyFuel Gas Welding certification test.

ISET 2130   Credits: 3
#52422      MATTC - 132   T R
May 28 - Aug 1 6 - 10 p.m. McKay Jr.
#53406      MATTC - 132   M W
May 29 - Jul 31 6 - 10 p.m. Gibbon

INDUSTRIAL MANUFACTURING FOR PHARMACEUTICAL, CHEMICAL, FOOD AND COSMETICS

Program Description
Students in this 160-hour program are trained in Food and Drug Administration (FDA) regulations as applied to batch processing of pharmaceuticals, as well as the setup and operation of equipment that controls pH, temperature, level, flow and pressure. They are taught how to follow hands-on Standard Operating Procedures, verify operation of processes, calibrate instrumentation and set up data acquisition to create reports. Students also learn the science of lyophilization (freeze drying) and work with software used in the industry for control room operation.

Program Prerequisite(s):
- High school diploma or GED
- TABE assessment for English and math may be necessary

Course Requirements:

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Information: 216-987-3204
### CDL-A Refresher Course

**Prerequisite:** Valid Ohio CDL-A License, DOT Physical and Drug Testing

This fast-track training program provides current CDL-A license holders the opportunity to retrain and refresh their skills to compete in a CDL job market.

**Note:** Traditional Student Financial Aid does not apply

- **$1,695** CEU: 5 HRS: 50
- **#40030** Off-Campus - TBD M T W R Jul 21 - Jul 24 7 a.m. - 6 p.m. Wilson

Held at 23555 Euclid Ave., Euclid, OH.

ZRTR 1007

### CDL Class B

**Prerequisite:** Valid Ohio Driver’s License, satisfactory driving history, DOT Physical and Drug Testing

This course is designed to familiarize the student with the skills required to obtain a Class “B” CDL driver’s license. It includes classroom, driving skills and road driving.

**Note:** Traditional Student Financial Aid does not apply

- **$5,495** CEU: 16 HRS: 160
- **#31985** Off-Campus - TBD M T W R Jun 9 - Jul 10 7 a.m. - 5 p.m. Staff
- **#40023** Off-Campus - TBD M T W R Jul 28 - Aug 21 7 a.m. - 6 p.m. Wilson

Held at 23555 Euclid Ave., Euclid, OH.

ZRTR 1008

### School Bus Endorsement Training

**Prerequisite:** Valid Ohio CDL-A or CDL-B driver’s license, DOT Physical and Drug Testing.

School Bus Endorsement training is a separate class for current CDL A or CDL B Ohio Driver’s License holders who already have the Passenger Endorsement. This course is designed to familiarize the student with the skills required to obtain the School Bus Endorsement on their CDL.

**Note:** Traditional Student Financial Aid does not apply. Please call Truck Driving Academy to register.

- **$1,000** CEU: 4 HRS: 40
- **#40024** Off-Campus - TBD M T W R Jul 21 - Jul 24 7 a.m. - 6 p.m. Wilson

ZRTR 1010

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### Truck Driving and Logistics

**Prerequisites**

This 16-hour class provides initial training in the practices, principles and requirements associated with the packaging, marking and transporting of Hazardous Materials (Haz-Mat) by land. Haz-Mat certified workforce participants are in high demand, due to the nature of the job function and potential penalty for non-compliance. People who possess a Haz-Mat certification will be well positioned to obtain employment in positions related to workplace safety, shipping and receiving, warehousing and transportation.

**Program Description**

160 hours of classroom and hands-on training that provides instruction in driver safety, transporting cargo safety, air brakes, combination vehicles, tank vehicles, and hazardous materials. Training includes pre-trip vehicle inspection, vehicle control, and on-road driving (required for skills testing). This program is licensed by the Ohio Department of Public Safety as a CDL Driver Training School.

**Features**

- 50 hours of on the road training
- 50 hours of skills pad (how to back up)
- 50 hours of classroom, all state and federal requirements covered
- 10 hours testing

- **$5,495** CEU: 16 HRS: 160
- **#31943** Off-Campus - TBD M T W R May 27 - Jun 26 7 a.m. - 6 p.m. Staff
- **#31944** Off-Campus - TBD M T W R Jun 9 - Jul 10 7 a.m. - 6 p.m. Staff
- **#31945** Off-Campus - TBD M T W R Jun 23 - Jul 24 7 a.m. - 6 p.m. Staff
- **#31947** Off-Campus - TBD M T W R May 19 - Jul 17 6:30p - 11:30p Staff
- **#31949** Off-Campus - TBD S U May 10 - Jul 13 7 a.m. - 6 p.m. Staff
- **#40019** Off-Campus - TBD M T W R Jul 14 - Aug 7 7 a.m. - 6 p.m. Wilson
- **#40020** Off-Campus - TBD M T W R Jul 21 - Sep 25 6:30p - 11:30p Wilson
- **#40021** Off-Campus - TBD M T W R Jul 28 - Aug 21 7 a.m. - 6 p.m. Wilson
- **#40022** Off-Campus - TBD S U Jul 19 - Sep 14 7 a.m. - 6 p.m. Wilson

Held at 23555 Euclid Ave., Euclid, OH.
FORKLIFT OPERATOR

Powered Industrial Truck (PIT)/Forklift Operator Training

Prerequisite: 18 years of age

This eight hour introductory course provides initial or continuing training for the operation of powered industrial trucks. Training is focused on safety and basic knowledge. Classroom and hand-on training are provided in warehouse conditions.

$200  CEU: 0.8  HRS: 8

#31960  Off-Campus - TBD  W  Staff
May 21  8 a.m. - 5 p.m.

#31961  Off-Campus - TBD  W  Staff
Jun 4  8 a.m. - 5 p.m.

#31962  Off-Campus - TBD  W  Staff
Jun 18  8 a.m. - 5 p.m.

#40025  Off-Campus - TBD  W  Wilson
Jul 9  8 a.m. - 5 p.m.

#40026  Off-Campus - TBD  W  Wilson
Jul 23  8 a.m. - 5 p.m.

Held at 23555 Euclid Ave., Euclid, OH.
ZLDA 1012
Public Safety

The Law Enforcement and Fire academies at Cuyahoga Community College’s (Tri-C®) Public Safety Institute offer the opportunity for police and fire students to learn the skills and teamwork necessary to be prepared when called upon for duty.

The academies provide state certified training for police officers, firefighters, security officers, corrections officers, and bailiff personnel, as well as advanced training in law enforcement and fire. Hands-on-training is given by experienced instructors.

**POLICE**
- Basic Police Academy
- Advanced Law Enforcement Training
- Private Security Academy
- State of Ohio Motorcycle Program

**FIRE TRAINING**
- Firefighter Academy
- Fire Advance Training
- Firefighter Physical Agility
- EMS Advanced Training

**BASIC POLICE ACADEMY**

**Prerequisites**
- A valid driver’s license (with current driving privileges in Ohio) and a high school diploma or GED
- At least 18 years of age; though it is highly recommended that applicants under 21 request information regarding age/time requirements when asking for an information packet
- Must pass an Entrance Physical Fitness Assessment
- Must complete background checks (Bureau of Criminal Identification and Investigation and FBI), per OPOTC mandate. Any felony conviction (including any arrests/convictions that you or an attorney have had expunged/sealed by the court) may prohibit admittance to the academy. Certain misdemeanors to include, but not limited to, domestic violence may also prohibit you from entering the academy.

The academy is approximately 30 weeks long and is certified by the Ohio Peace Officer Training Commission. It exceeds the minimum hours of training required for Ohio Basic Peace Officer certification. Training is offered to both appointed officers (with an appropriate “Oath of Office” signed by the appointing authority and notarized) and open enrollment applicants (not employed by a police agency and no appointment to become a peace officer).

The academy meets five days a week – Monday through Thursday (6 p.m. – 10 p.m.) and Saturday (8 a.m. – 5 p.m.).

*Application packets for Summer 2014 now available.*

**PRIVATE SECURITY**

**Are you interested in a career as a Security Officer?**

This Ohio Peace Officer Training Commission (OPOTC) certified course is designed for individuals either currently employed or seeking employment in commercial/retail loss prevention, asset protection, private security or other private security officer functions.

**Advanced Technology Training Center (MATTC)**
3409 Woodland Ave., Cleveland, OH 44115

**Unified Technologies Center (UTC)**
2415 Woodland Ave., Cleveland, OH 44115

**Evening Academy**
- May 27, 2014 – 14 weeks
- Mon. – Thurs., 6 – 10 p.m.

**Day Academy**
- June 2, 2014 – 8 weeks
- Mon. – Thurs., 8 a.m. – 5 p.m.

Background check must be completed through the college prior to enrollment.

**Average Starting Salary:** $23,000-37,000

**VETERANS:** Ask about the use of your GI Bill benefits to pay for our police and fire academies.
Police Agility Exam
Cuyahoga Community College has joined with Integrated Fitness Systems/FitForce to provide Physical Agility Testing Services for Northeast Ohio Police Agencies. FitForce experts have provided fitness testing, training, and consultants for over 100 police agencies and the United States Military. The test will measure the participants’ fitness performance as it relates to the law enforcement profession. A certificate will be issued upon successful completion. The participant’s test scores will be forwarded to the agency that they are testing for. Certificates and scores may be valid up to one year depending on agency standards.

$60
O’Farrell

#33469
Jun 22
8 a.m. - Noon
WRC (West, Fire Tower) - TBD

#40550
Jul 20
8 a.m. - Noon
WRC (West, Fire Tower) - TBD

#40551
Aug 17
8 a.m. - Noon
WRC (West, Fire Tower) - TBD

#40552
ZZZZ 2013

Fire /EMS Training Academies

Firefighter Academy
Prerequisite: Completion of Firefighter Physical Agility Test in seven minutes or less
The Firefighter I & II Academy is a 256-hour course that is designed to train the student for an entry-level position in the professional fire service. The course meets and exceeds the certification requirements established in the Ohio Revised Code for career firefighters and the training and educational standards identified in NFPA 2002 (Firefighter Professional Qualifications, current edition).
Check out website for future dates.

COMING FALL 2014
New Public Safety Building at West Campus
The facility will house classrooms, an indoor shooting range and a gymnasium for physical training.

Fire Fighter Physical Agility Prep Course
This course will help train an individual for the Firefighter’s Physical Agility Test.
Note: Participants will wear and use the same equipment that is required for the test.

$125
CEU: 1
HRS: 10
#32462
WFT (West, Fire Tower) - TBD
Jun 11 - Jul 2
6 - 8 p.m.
Waitkus

Fire Fighter’s Physical Agility Test
Registration must be completed and paid prior to the test. The test starts promptly at 8 a.m. Late arrivals will not be tested.

$60
CEU: 0
HRS: 4
#32492
WFT (West, Fire Tower) - TBD
Jun 7
9 a.m. - 1:30 p.m.
Staff

BLS Healthcare Provider
This course is designed to teach the skills of CPR for victims of all ages [including barrier device, bag mask device and oxygen, use of an Automated External Defibrillator (AED) and relief of foreign body airway obstruction (FBAO)]. It is intended for individuals who provide health care to patients in a wide variety of settings.
Note: AHA BLS Healthcare Provider textbook required for this class.

$60
CEU: 0.45
HRS: 4.5
#32493
West - TBD
Jun 7
9 a.m. - 1:30 p.m.
Staff

For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
Fast-Track training programs at Cuyahoga Community College give you the skills you need for well-paying jobs in high-growth industries.

Fast-Track programs give you what employers want – college credentials.

Programs are offered at convenient times to meet your schedule.

Scholarships available to those who qualify.

FAST-TRACK TRAINING PROGRAMS:

- State Tested Nursing Assistant
- Patient Access Specialist
- Industrial Welding
- Certified Logistics Technician
- Business Applications Specialist
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Voice Associate (CCVA)
- Private Security Academy
- Nondestructive Testing
- Medical Device Manufacturing (CNC)

Services include recruitment, assessment, enrollment assistance, career enhancement (soft skills), job readiness (resume preparation, interviewing, professional image networking and job search) job placement assistance and retention; books included.

For more information, call 216-987-4391

www.tri-c.edu/workforce
Join Us for 
Camp Fun at Tri-C!

June-August 2014

- Grades 1 and up
- Half-day and full-day camps available

For schedule and registration information please visit www.tri-c.edu/summercamps

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| including the Tri-C JazzFest Camp |

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</tr>
<tr>
<td>Word, Intermediate</td>
<td>10</td>
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Registration Information

Payment
Payment or appropriate information regarding payment (if your employer or an agency is paying) must be submitted at the time of registration. Accepted credit cards: MasterCard, VISA, American Express, and Discover. Checks should be made payable to “Cuyahoga Community College.” A $30 processing fee will be charged for all checks returned for non-payment.

Program 60
Program 60 does not apply for courses held at Corporate College West or East, and selected courses at other sites. Please call 866-933-5175 for more information.

Cancellations
You will be contacted by phone, mail, or e-mail if a course is canceled or changed.

Workforce and Economic Development Division

Drops, Cancellations, and Transfers/Refund Policy

Need to drop your class?
A 100% refund is given if a completed withdrawal request is received before the class begins for open enrollment courses. No refund is given after the class begins.

Withdrawal Requests
Withdrawal requests must come directly from the student or his/her designee. The official receipt date is the day and time the request is received in the Workforce and Economic Development Division/Corporate College registration office. All refunds are paid by check from Cuyahoga Community College District to the student regardless of the method or source of original registration payment. Please allow 3 to 4 weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

Concurrent with Credit Classes
Continuing education courses that are “linked” with credit courses will adhere to the stated Workforce and Economic Development Division refund policy.

Canceled Classes
If Cuyahoga Community College cancels a class, a 100% refund is automatically processed for students who do not choose to transfer to another available class. College personnel will make every attempt to contact you in the event a class cancels using contact information you have furnished. Please make sure we have a valid daytime phone number on file for you. You may also inquire by calling the Workforce and Economic Development Division/Corporate College registration office.

Transfer Requests
Students may request a transfer into another available section on a seat available basis.

How Do I Get My Textbooks?
If your class is at . . .
• UTC - Books are available online @ www.tri-c.edu/books or at Metro Campus Book Center.
• CCW - Books are available online @ www.tri-c.edu/books or at Western Campus Book Center.
• CCE - Books are available online @ www.tri-c.edu/books or at Eastern Campus Book Center.

If you have any questions please call 866-933-5175.

Student Records
You may access records for purpose of review and may question their content in accordance with existing College guidelines and the Family Educational Rights and Privacy Act of 1974 as amended by Public Law 93-568.

Continuing Education Units (CEU)
One “Continuing Education Unit” (CEU) is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units are awarded upon completion of demonstrated participation in an organized continuing education experience and are based on a minimum of 90% attendance and/or a competency evaluation. A student will earn all or none of the CEUs awarded.

Parking
Protected, lighted parking is provided at all Cuyahoga Community College campuses. Free parking is available at Corporate College East. All other locations are permit parking only. Parking passes are obtainable at all Campus Business Office locations, or can be obtained online through the following link: http://www.tri-c.edu/publicsafety/pages/parkingservices.aspx

Register and Pay Online
This site allows the convenience of registering and paying for noncredit classes online by credit card or electronic check. You can also search for current courses by title, CRN or keywords.

For door-to-door directions, visit www.mapquest.com.
For public transportation information, call the RTAnswerline at 216-621-9500.
## How to Register

**By Phone: 866-933-5175**
Have credit card information available.

**By Mail**
Complete registration form. Mail with check, money order, or purchase order to:
Tri-C/Unified Technologies Center
2415 Woodland Ave.
Cleveland, OH 44115

**By Fax: 216-987-3210**
To register and pay with credit card or purchase order.

### PERSONAL INFORMATION

Name ____________________________________________

Last First Mi Former ________________________________

Social Security Number ________________

Last 4 digits required*

Date of Birth: ________ Mo. Day ________ Year

City State Zip County ________________________________

Home Phone _______ _______ _______ _______

Area Code __________________________

Cell Phone _______ _______ _______ _______

Area Code __________________________

Email ________________________________

### BUSINESS OR WORK INFORMATION

Business Name ______________________________________

Address __________________________________________

Number Street ________________________________

City State Zip County ________________________________

Phone _______ _______ _______ _______

Area Code Ext. __________________________

Fax _______ _______ _______ _______

Area Code __________________________

### PAYMENT INFORMATION

- Bill Company, via attached Purchase Order
- Check (enclosed)
- Money Order (enclosed)
- MasterCard
  - Account Number ________________________________
  - Security Code __________________________

- Visa
  - Name on Card ________________________________

- Discover
  - Signature ________________________________

- Amer. Express

If registering for an ONLINE course, start date is required.

### Course Registration Form

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>START DATE</th>
<th>FEE</th>
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<tbody>
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</tbody>
</table>

Signature (required) ________________________________

TOTAL ________________________________

**Tri-C/Unified Technologies Center**
3409 Woodland Ave.
Cleveland, OH 44115

**Eastern Campus**
4250 Richmond Road
Highland Hills, OH 44122

**Western Campus**
11000 Pleasant Valley Road
Parma, OH 44130

**Brunswick University Center**
3605 Center Road
Brunswick, OH 44212

**Westshore Campus**
31001 Clemens Road
Westlake, OH 44145

**Corporate College® East**
4400 Richmond Road
Warrensville Hts., OH 44128

**Corporate College® West**
25425 Center Ridge Road
Westlake, OH 44145

*Tri-C ID Information: Students will no longer need to use their social security number as a primary ID, but it may still be required as part of your record. Additional information is available at www.tri-c.edu/tricid, choose “Frequently Asked Questions for Students,” or by calling 866-933-5175.
PROGRAM DESCRIPTION:
The Job Link Services (JLS) department supports fast-track workforce training programs by delivering high-quality wraparound support to assist students seeking employment upon training completion. These intensive services are integrated throughout the technical training track. The supports ensure that training programs achieve placement rates of 75 percent and higher. Each team member holds multiple career and/or workforce development certifications and/or credentials. JLS is the portal for organizations that refer clients who attend Tri-C using tuition-assistance vouchers.

SERVICES PROVIDED:
• Outreach and Recruitment
• Assessment
• Résumé Preparation
• Behavioral Interviewing Skills
• Soft Skills Enhancement
• Career Coaching
• Job Search Strategies
• Program-specific Job Fairs
• Job Placement Assistance
• Retention Services

KEY PARTNERSHIPS:
JLS works in cooperation with:
• Local and Regional Employers
• Local and Regional One-Stop Centers
• Public Housing Authority Agencies
• Community- and Faith-Based Organizations
• Local Municipalities
• Other Local Neighborhood Organizations

TARGETED AUDIENCES SERVED:
• Unemployed and Underemployed
• Long-term Unemployed
• Transitional Workers
• Older Youth and Ex-Offenders
• Dislocated Workers

INFORMATION:
216-987-4391
joblink@tri-c.edu
www.tri-c.edu/joblink
CONVENIENT CLASSES.
ACCESS TO CAPITAL.
POWERFUL NETWORKING.
REMARKABLE RESULTS.

Goldman Sachs 10,000 Small Businesses gives you valuable skills for growing your business, the opportunity to access financial capital, powerful networking and more.

The educational component helps you develop the skills to recognize new opportunities, embrace practices that grow your business and create jobs in your community. If accepted, you will receive a scholarship funded by the Goldman Sachs Foundation covering the full cost of tuition and program materials.

INFORMATION: 216-987-3220 | 10ksb@tri-c.edu | www.tri-c.edu/10ksb

For complete course listing: www.tri-c.edu/workforce • To register call 866-933-5175 • Summer 2014
About Cuyahoga Community College’s Workforce and Economic Development Division

Tri-C’s Workforce and Economic Development Division provides both non-credit and credit training for individuals and businesses. Through employee training programs, professional development, lifelong learning opportunities, and community service programs, Workforce Solutions is dedicated to enhancing economic growth and the quality of life in Northeast Ohio. Most programs are designed for fast track training to allow an individual to enter the workforce quickly.

Classes offer flexible schedules, traditional and online opportunities, including day, evening and weekend classes. Financial assistance is available for individuals who qualify.
GET CERTIFIED

CERTIFICATIONS AVAILABLE IN
- Medical Information Office Assistant (MIOA)
- Network Support Specialist
- Applied Industrial Maintenance
- and many more

For more information
216-987-4391

FREE TRAINING AVAILABLE*

Attend one of our information sessions and hear how you may be eligible for free training.

Programs Include:
- Network Support Specialist (NSS) – Computer Systems Networking and Telecommunications
- Medical Information Office Assistant (MIOA) – Medical Administrative Support Assistant

For more information
216-987-4391 • joblink@tri-c.edu

*For those who qualify

Right Skills Now Program

See page 23 for more information.

866-933-5175 • www.tri-c.edu/workforce